

South Carolina Department of Education
Office of Career and Technology Education



Student Reporting Procedures

Revised October 2004

Changes Effective 2005-06 School Year

This document is also available online at:
<http://www.myschools.com/offices/cate>

Introduction:

The Student Reporting Procedures manual is the official guide for data entry and reporting from the Office of Career and Technology Education. Our office collects electronic data from schools annually to meet the following state and federal mandates:

- Accountability standards under the Perkins Act;
- Career Center Report Card performance measures and High School Report Card Career and Technology Education (CATE) indicators under the Education Accountability Act.

It is critical that data reported to our office are complete and accurate. Funding is affected by the data you submit. Districts, high schools, and career centers must collaborate and communicate to review data at the local level before submitting data to the State Department of Education. We appreciate your efforts in ensuring that your school's and district's data are of the highest quality possible.

Deadlines:

The deadlines for submission of CATE data are:

Student Placement Follow-Up Report	April 15, 2005 (Friday)
End-of-Year Report	Fourth Quarterly Data Collection

General Guidelines:

- Use only approved characters or values described in this manual.
- Use uppercase whenever manual entries are required – Our data analysis software is case-sensitive, and it will not detect lowercase entries.

FIELD DESCRIPTIONS

South Carolina Career and Technology Education Data Entry Atom

Special Populations

Ec Disadv (Economically Disadvantaged) - Entry: "Y" if applicable

The term "economically disadvantaged" means an individual or family (including foster children) who are eligible for AFDC, Food Stamps, Title I, or free/reduced lunch; who are in receipt of a Pell grant; or who are identified as low income by other means as used by the state.

Ed Barriers (Educational Barriers) - Entry: "Y" if applicable

The term "educational barriers" refers to "individuals with other barriers to educational achievement." This includes secondary students, adults, or out-of-school youth who have fallen or who are at risk of falling at least one grade level behind their peers. This may include incarcerated youth, youth scoring below the 25th percentile on standardized tests, or others as designated by the local recipient (e.g., those whose secondary school grades are below 2.0 on a 4.0 scale [where the grade "A" equals 4.0] or those who fail to attain minimal academic competencies).

Ind Disab (Individual with Disability) - Entry: "Y" if applicable

The term "individual with disability" means an individual with any disability, as defined in Section 3 of the Americans with Disabilities Act of 1990. Please refer to <http://www.usdoj.gov/crt/ada/pubs/ada.txt> for a full definition.

Sgl Parnt (Single Parent) - Entry: "Y" if applicable

The term "single parent" (including single pregnant women) means a student who is unmarried or legally separated from a spouse and has a minor child or children of whom he or she has either custody or joint custody.

Dpld Hmkr (Displaced Homemaker) - Entry: "Y" if applicable

The term "displaced homemaker" means an individual who has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; who has been dependent on the income of another family member but is no longer supported by that income; or is a parent whose youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act not later than two years after the date on which the parent applies for assistance under this title; and who is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Completer (Completer) - Entry: "Y" if applicable

This field identifies a student who has completed a CATE program in the current year or a previous year. A CATE completer is a student with an assigned CIP code who has earned at least four Carnegie units in CATE course work leading to a career goal. Data for completer status will carry over in the database until the student exits high school, if it is not intentionally deleted.

Yr Comp (Completion Year) - Entry: Four-digit year

This optional field assists you in knowing the year in which the student completed the fourth unit of course work related to his or her career goal.

Remote (Remote School Number) - Entry: Seven-digit school number

The "Remote" field refers to the location where the CATE program is offered. An entry should be made to this field **only** if the program is offered at a location other than the student's high school. This will credit the appropriate school/career center for the program. Please leave this field blank if the program is offered at the home high school.

Exceptions

Data are to be entered on an **annual** basis for any student who, based on the following criteria, would be exempted from the state assessment for Perkins and Report Card standards.

- Enter **"I" (IEP - nondiploma)** if the student has an IEP (Individualized Education Plan) that indicates all of the core competencies will not be taught.
- Enter **"W" (Withdrawn)** if the student withdrew from the CATE program or from the school during the school year. Delete the CIP code for this student if it remains in the database for the following school year.

NOTE: Only use the exception code "I" for a student whose IEP states that mastery of **only** a portion of the core competencies in a program is appropriate. Many students with IEPs do receive instruction in all of the required competencies and qualify for a South Carolina High School Diploma, and these students should be included in the assessment.

Diploma (Diploma)

Data are to be entered for **ALL** 12th grade students. The data for each student will be used to assess the school's and district's performance for the Perkins Act and Career Center Report Card Standard for High School Graduation. Indicate in the DIPLOMA field whether each 12th grade student met the criteria for graduation as follows:

- Leave **Blank (default)** if the student did not receive a South Carolina High School Diploma or if the student failed to meet graduation requirements and received a Certificate of Attendance.
- Enter **"Y" (Yes)** only if the student received a South Carolina High School Diploma.

NOTE: For any 12th grade student whose diploma field is left blank and who meets all graduation requirements during the summer and receives a South Carolina High School Diploma prior to the next school year, the school may change the code to "Y" and send a notification letter to the Office of Career and Technology Education by **September 1st**. The notification should include the student's identifying information, a request to update the diploma field, and final grade(s) obtained in course(s) taken during the summer to meet the requirements for graduation.

Tech Prep (Tech Prep) - Entry: "Y" if applicable

The term "Tech Prep" refers to a student with an assigned CIP code who is pursuing the requirements of a career major consisting of at least four Carnegie units in an approved, articulated sequence of CATE course work leading to a career goal and the academic courses required for graduation. For the purposes of reporting secondary "Tech Prep Students," a *career major consisting of at least four Carnegie units in an approved, articulated sequence* would be indicated by the following:

1. The student has been assigned a CATE CIP code and is pursuing the academic courses required for graduation; and
2. One or more of the courses included in the CATE program is similar in course content/competencies to a vocational-technical postsecondary offering at a two-year technical college or four-year college (or two-year apprenticeship program) in the area; and
3. The school district or career center has established an articulation agreement with the two-year or four-year college (or two-year apprenticeship program) to help students make a smooth transition from one level to another without experiencing delays, duplication of courses, or loss of credit.

NOTE:

Academic Courses in the student's career major may include English/language arts, mathematics, and science courses designated as Tech Prep (applied academics), College Prep, or a combination of Tech Prep and College Prep courses that complement the designated career and technology program. The **Articulation Agreement** should outline the requirements for secondary students to obtain postsecondary credit and/or advanced placement for the comparable course or courses at the postsecondary institution (or to continue in the apprenticeship program).

CIP Code (CIP Code) - Entry: Six-digit code

The Classification of Instructional Programs codes (CIP codes) designate the specific CATE program and are used for federal reporting and assessing the Perkins (federal) Standards. These codes are used to identify students who are pursuing at least four units of credit in CATE course work leading to a career goal. CIP codes are not the same as course codes.

Guidelines on Assigning CIP Codes:

- Use **only** approved codes listed in Appendix C.
- A student who periodically enrolls in CATE courses for interest and has no plans to complete a program should not be assigned a CIP code.
- If a student will not have the opportunity to complete a CATE program, a CIP code should not be assigned.
- CIP codes may be modified to reflect revisions to the student's course of study or career major. However, if a student completes one CATE program in the eleventh grade and enrolls in the first level of another CATE program in the twelfth grade, the student's CIP code should not be changed.
- If a student completes two programs, select the CIP code based on the student's post-graduation plans.
- DO NOT use postal codes (zip codes) for this field.

Programs may be tailored to fit students' career goals. This may even involve selecting courses from different CATE cluster areas. Local businesses, advisory committees, and school district/career center personnel should be consulted when determining customized programs for students. Each course in a customized program must include competency-based applied learning. Many students may choose not to take advantage of the increased offerings. However, those students who were encouraged to pursue instruction strictly related to established career majors now have the opportunity to fulfill their needs. **DO NOT USE THIS FIELD FOR PURPOSES OTHER THAN THOSE DESCRIBED ABOVE.**

CATE Placement (Placement Level) - Entry: A-G (see definitions)

Each completer of a CATE program shall be surveyed by the local educational agency ten months after graduation to determine job placement status. A record of the responses to this survey shall be maintained for a period of five years by the local educational agency. The survey records shall include sufficient information to allow for verification of all reported placements.

Students **must** be program completers and must have graduated with a South Carolina High School Diploma. Those students who have IEPs are not included if their IEPs state that mastery of all South Carolina core competencies is not appropriate. Placement codes are:

- A ⇒ Employed, Related
- B ⇒ Employed, Unrelated
- C ⇒ Continuing Education or Postsecondary Education
- D ⇒ Military
- E ⇒ Unemployed or Not Seeking Employment
- F ⇒ Not Available for Placement (Status Unknown, Deceased, Incarcerated, or Medical Disability)
- G ⇒ Still in high school

Placement information necessary for verification includes:

For students placed in employment (Placement Codes A or B)

Placement Employer (Company's Name) - Entry: Company's name up to 35 characters

Enter the company name where the student was placed after graduation.

Placement Phone (Employer's Telephone Number) - Entry: Employer's phone number up to 15 numbers or characters

Enter the employer's phone number.

Placement Job Title (Student's Job Title) - Entry: Student's job title up to 25 characters

Enter the title of the job in which the student was placed after graduation.

Placement Supervisor (Supervisor's Name) - Entry: Supervisor's name up to 25 characters

Enter the name of the supervisor within the company where the student was placed after graduation.

Placement Start Date (Starting Date for Placement) - Entry: Starting date

Enter the student's start date for placement in employment after graduation.

For students placed in higher education (Placement Code C)

Placement Higher Ed Name (Higher Education Name) - Entry: Postsecondary institution name up to 25 characters

Enter the name of the postsecondary institution the student attended after graduation.

Placement Higher Ed Program (Higher Education Program) - Entry: Postsecondary institution program up to 25 characters

Enter the name of the program at the postsecondary institution to which the student was admitted.

For students placed in the military (Placement Code D)

Placement Military Branch (Military Branch) - Entry: Military branch up to 30 characters

Enter the name of the military branch in which the student enlisted after graduation.

Placement Military Training (Military Training) - Entry: Type of training up to 25 characters

Enter the name of the type of military training the student received at the branch in which the student enlisted after graduation.

Placement level data will be used to assess the Perkins Act and Career Center Report Card standard for Placement. Also, in accordance with Section 59-53-1960 of the Code of Laws of South Carolina, 1976, for job preparatory programs other than occupational agriculture to continue to exist, fifty percent of the graduates available for placement must be placed during the prior three years in the area for which training was provided. The placement data reported in 2003-2004 will be compiled with the data reported for the previous two years to obtain the percentage of students placed in a related area for the three-year period.

Students must be advised prior to enrollment in a job preparatory program of the possible discontinuation of the program and of the employment outlook for program graduates. Students enrolling in career and technology education programs that are not preparatory for employment must be clearly advised of this fact by the school district.

Certification 1-3 (National Student Certifications 1 through 3) – Entry: One of the following (if applicable)¹:

A+ (CompTIA) A+ is a certification for entry-level computer technicians. A+ certified students have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventive maintenance, and basic networking.

www.comptia.org

Academy of Information Technology The Academy of Information Technology (AOIT) introduces students to the broad career opportunities in today's digital workforce and, in the process, equips them with the personal, analytical, technical and communications skills they need to thrive. A member program of the National Academy Foundation (NAF), the Academy of Information Technology operates as a "school within a school" and is located in more than 90 high schools nationwide.

www.naf.org

A/C Refrigeration Institute (ARI) Certification for entry-level technicians who install, service, and maintain HVACR equipment.

www.ari.org

AutoCAD Certification for students who are trained on Autodesk's most popular design software, AutoCAD. As demand for standardized software services continues to rise, certification will become essential to helping engineers, programmers, and designers increase their competitiveness and meet national standards and practices.

www.autodesk.com

Auto Body Excellence The National Institute for Automotive Service Excellence (ASE) certifies competencies of auto body professionals.

www.asecert.org

Auto Technician Excellence The National Institute for Automotive Service Excellence (ASE) certifies competencies of auto technicians.

www.asecert.org

American Welding Society (AWS) Certification The AWS Certification gives engineers, inspectors, technicians, and welders the credentials for success. The American Welding Society offers various certification programs to meet a variety of needs. AWS offers students specialized preparation to expand their knowledge base and work with diverse codes, standards, and specifications industry-wide.

www.aws.org

¹ Web addresses have been provided for your information. These addresses are operational as of the posting of this document. The State Department of Education is not responsible for changes made to these web addresses after the Student Reporting Procedures manual has been released.

Finance Academy The Academy of Finance introduces students to the broad career opportunities in the financial services industry and, in the process, equips them to make sound choices for the future. A member program of the National Academy Foundation, the Academy of Finance operates as a "school within a school" and is located in more than 275 high schools nationwide.

www.naf.org

Academy of Travel and Tourism The Academy of Travel and Tourism provides public high school students with the requisite knowledge and skills for a successful career in one of the world's largest service industries through a curriculum that provides an in-depth look at all aspects of tourism and hospitality, including coursework in business, geography, hospitality, and economics.

www.naf.org

Electronic Technician Associate The Electronics Technicians Association International (ETA-I) is a not-for-profit worldwide professional association. The association provides recognized professional credentials in a particular area of study. The certification programs are in-depth, yet broad in their scope of industry application for technicians who must install, service, and repair electronics industry products.

www.eta-sda.com

Novell Administrator Certified Novell Administrators (CNAs) handle the day-to-day administration of installed Novell networking products: NetWare 6, NetWare 5, NetWare 4.11 (InternetWare) or GroupWise.

www.novell.com/training/certinfo

Nurse Aide Individuals providing nursing or nursing-related services to residents in a facility under the direction of a licensed nurse. The competency evaluation program consists of 70 multiple-choice questions in a written examination and a skills evaluation of skill scenario consisting of five skills from a list of twenty-three. Candidates must successfully complete four out of five skills in order to pass the skills evaluation.

www.promissor.com

Child Development Associate Credential A Child Development Associate (CDA) is an individual who has successfully completed a CDA assessment and has been awarded the CDA Credential. S/he is able to meet the specific needs of children and works with parents and other adults to nurture children's physical, social, emotional, and intellectual growth in a child development framework.

www.cdacouncil.org

Cisco Network Administrator A Cisco Network Administrator (CNA) certification indicates a foundation in and apprentice knowledge of networking. CNA certified professionals can operate LAN, WAN, and dial access services, including, but not limited to, use of these protocols: IP, IGRP, Serial, Frame Relay, IP RIP, VLANs, RIP, Ethernet, and Access Lists.

www.cisco.com

Emergency Medical Technician The EMT-Basic is an individual with the medical knowledge to give care to the critically ill and injured at the scene and en route to a medical facility.

www.scdhec.net/Health_Reg/ems/training.htm

Employee Aptitude Assessment The NTMA test determines if an individual has the potential to benefit from training in a field if given that opportunity. The achievement test measures the current level of knowledge based on previous experience.

www.ntma.org

EPA Section 608 Refrigerant Certifies knowledge in Environmental Protection Agency (EPA) regulations relating to refrigerant recovery.

www.acca.org

First Responder First responders need to provide appropriate initial care, regardless of the type of emergency. The comprehensive course stresses the steps to follow in an emergency until more advanced medical personnel arrive including scene safety for the rescuer, oxygen administration, and infection control. Successful completion of this course will result in first responder certification, oxygen administration, automated external defibrillation (AED), cardiopulmonary resuscitation (CPR) for the professional rescuer/health care provider, and preventing disease transmissions.

www.redcross.org/services/hss/courses

IC³ Internet & Computing The Internet and Computing Core Certification (IC³) program ensures students have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet. IC³ is a gateway to advancement in education, employment, or other certification programs.

www.certipoint.com/yourpersonalpath/ic3certification

Industry Computer Programming Two main certifications are available for computer programming. Java language - Sun Certified Programmer

http://suned.sun.com/US/certification/java/java_certpath.html

Visual Basic and Visual Basic.Net

MCSE - Microsoft Certified Systems Engineer

MCAD - Microsoft Certified Applications Developer

MCSD - Microsoft Certified Solution Developer

www.microsoft.com/traincert/default.asp

Industry Competency Exams The Industry Competency Exams (ICE) ensure educational quality for air conditioning entry-level technicians.

www.ari.org

Licensed Practical Nurse A licensed practical nurse is an individual licensed to practice under the direction of a registered nurse, licensed physician, or licensed dentist; an LPN acts in healthcare maintenance; care of the ill, injured, and infirm; and in administering treatment and medications.

www.llr.state.sc.us

Microsoft Office Specialist The Microsoft Office Specialist program provides computer program literacy, measures proficiency, and identifies opportunities for skills enhancement. Successful candidates receive an Office Specialist certificate. The certificate is a valuable credential recognized worldwide as proof that an individual has the desktop computing skills needed to work more productively and efficiently.

www.microsoft.com/learning/mcp/officespecialist/default.asp

National Health Care Certificate A skill certificate program by the National Consortium on Health Science and Technology Education that documents student achievement of the knowledge and skills at the Cluster Foundation and Pathways levels that are recognized by both employers and secondary-postsecondary education.

www.nchste.org

NCCER The National Center for Construction Education and Research (NCCER) is a not-for-profit 501(c)(3) education foundation. NCCER develops and publishes standardized construction, maintenance, and pipeline curricula, safety programs, management education, industry image materials, and craft skills assessments.

www.nccer.org

- NCCER – A/C Refrigeration Technology
- NCCER – Carpentry
- NCCER – Electricity
- NCCER – Industrial Manufacturing Technology
- NCCER – Masonry
- NCCER – Plumbing
- NCCER – Welding Technology

Network+ (CompTIA) Net+, also developed by the industry group CompTIA, is a foundation certification for networking technicians. The test includes network administration skills, but focuses primarily on the technical component of networking.

www.comptia.org

NIMS Certification A National Institute for Metalworking Skills (NIMS) Credential is recognition that competencies have been validated against a set of industry-written skill standards. Skill certification involves meeting the performance requirements and passing a knowledge skills exam required for the Credential. The performance requirements and the exam are the same nationwide. Thus, the Credential is portable.

www.nims-skills.org

Outdoor Power Equipment Certified technicians demonstrate a higher level of technical proficiency in their work and an increased level of professionalism at dealerships throughout North America.

www.eetc.org/frameset-techcert.html

Pharmacy Technician The goal of the Pharmacy Technician Certification Board (PTCB) program is to enable pharmacy technicians to work more effectively with pharmacists to offer greater patient care and service. PTCB is responsible for the development and implementation of policies related to national certification for pharmacy technicians.

www.ptcb.org

PrintED Certifies competency of a program to train entry-level workers.

www.picanet.org

ProStart Certification A one- or two-year restaurant and hospitality management curriculum offered to high school juniors and seniors. Students who complete ProStart are eligible to obtain a certificate that is nationally recognized and certifies that the student has completed the competencies necessary to pursue postsecondary education and/or a career in food preparation, lodging, customer service, and business management that has also been coupled with one or more years of industry work internships.

www.schospitality.org

RSES Technical Institute The Refrigeration Service Engineering Society (RSES) certifies technicians who perform maintenance, service, repair, or disposal equipment that could be reasonably expected to release refrigerants into the atmosphere.

www.rses.org

S.C. Cosmetology License The Board of Cosmetology licenses and regulates cosmetologists, cosmetology instructors and schools, estheticians, and nail technicians. The Board investigates complaints and disciplines when appropriate.

www.llr.state.sc.us/POL/Cosmetology

American Red Cross-Babysitting American Red Cross caregiving programs help people develop the skills and knowledge to care for themselves and others.

www.redcross.org

American Red Cross-Basic First Aid American Red Cross first aid programs are designed to give you the confidence to respond in an emergency situation with skills that can save a life.

www.redcross.org

ASK Marketing Certification The mission of the Marketing Education Resource Center is to support education for and about marketing.

www.mark-ed.org

Certified Rooms Specialist (CRS) A new professional certification aimed at graduates of the Lodging Management Program has been established. To qualify for the **Certified Rooms Division Specialist (CRDS)** designation, graduating seniors must complete and pass the LMP exams for both Year 1 and Year 2, work in the lodging industry for at least 30 days, and obtain the signature of the general manager at the property where they are employed.

www.ei-ahla.org/high_school_program.asp

First Aid/CPR/AED American Red Cross and American Heart Association first aid, CPR, and AED programs are designed to give you the confidence to respond in an emergency situation with skills that can save a life. Additional training in bloodborne pathogens, oxygen administration, and injury prevention can be added to CPR and first aid training to prepare you to prevent and respond to life-threatening emergencies.

www.redcross.org

www.americanheart.org

HTI (CompTIA) CompTIA A+ certification is an international industry credential that validates the knowledge of computer service technicians with the equivalent of 500 hours of hands-on experience. Major hardware and software vendors, distributors and resellers accept CompTIA A+ as the standard in foundation-level, vendor-neutral certification for service technicians.

www.comptia.org

HVAC Excellence HVAC Excellence Certification provides national recognition of a technician's skill levels. It is a comprehensive series of exams built around a universally accepted benchmark of technical expertise. The various levels of certification allow HVAC Excellence to be very specific in fulfilling the demand of qualified personnel, and in projection of a professional image.

www.hvacexcellence.org

Oracle The Oracle Internet Academy is designed to educate secondary students (ages 16 to 19) on the fundamentals of Internet and database technology and provide them with the necessary skills to pursue academic and professional opportunities.

<http://academy.oracle.com>

Partnership for HVAC/R Accreditation (PAHRA) The Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA) is an independent, third party organization that is a partnership between heating, ventilation, air-conditioning and refrigeration (HVACR) educators and the HVACR industry that will award accreditation to programs that have met and/or exceeded industry validated standards.

www.pahrahvacr.org/index.php

ServSafe Food safety training is a commitment, a mindset and a smart business practice for every restaurant and foodservice operation in our industry. Food safety training doesn't end, however, once a manager earns certification. That's where it begins — by implementing food safety practices on a daily basis. It is also critical that **every person** in an operation meets today's food safety practice demands. The ServSafe program provides the resources to help keep food safety as an essential ingredient in **every meal**. ServSafe training is the one commitment to food safety implementation that we should all share **every day**.

www.nraef.org/servsafe

The Real Game Transition is the operative word for this program. The Get Real Game focuses on the transition from secondary to post-secondary life. Using highly interactive activities, students strategize ways of acquiring necessary skills, training, education, and work experience to achieve their future goals. This program offers an ideal opportunity for students to practice and hone the career and life-planning skills necessary for the 21st century.

www.realgame.org

A.S.P.T The American Society of Phlebotomy Technicians, Inc. (**A.S.P.T.**) strives to provide an atmosphere of professionalism and confidence, as well as a sense of belonging and fellowship for these vital members of the laboratory staff. The role of the healthcare provider is changing dramatically. **ASPT** is constantly developing new programs to meet these needs by offering our members the opportunity to cross train in all areas in which they are now involved. These Include POCT, Paramedical Insurance Examiner, EKG Technician, Drug Collection Specialist, Phlebotomy, and Patient Care Technician I, II, & III. After completion of each program, a Certification Examination is offered.

www.aspt.org

Electrocardiographic (EKG) Technician
Phlebotomy
Hospital Unit Coordinator

SASlxp Modules

Basic Scheduling Briefcase – Teacher Atom

License Number - Entry: Six-digit South Carolina certificate number

Enter the six-digit South Carolina teacher's certificate number in this field.

Basic Scheduling Briefcase – Sections File

Owner - Entry: Last three digits of the career center's BEDS code if applicable

Enter the last three digits of the career center's BEDS code if the section is assigned to a career center.

South Carolina Career and Technology Education Data Entry Screen

SC Career & Technology Educ. Data Entry									
Last Name < >		First Name		Middle Name		Grd	Gen	Student ID	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Ec Disadv	Ed Barriers	Ind Disab	Sgl Parnt	Dpld Hmkr	Completer	Yr Comp	Remote		
XNY	<input type="text"/>	XNY	<input type="text"/>	XNY	<input type="text"/>	XNY	<input type="text"/>	<input type="text"/>	
Exceptions		Diploma		Tech Prep		CIP code		CATE Placement	
XEX		<input type="text"/>		XNY		<input type="text"/>		XVP	
Placement Employer					Placement Phone				
<input type="text"/>					<input type="text"/>				
Placement Job Title			Placement Supervisor			Placement Start Date			
<input type="text"/>			<input type="text"/>			<input type="text"/>			
Placement Higher Ed Name			Placement Higher Ed Program						
<input type="text"/>			<input type="text"/>						
Placement Military Branch				Placement Military Training				AtomDate	
<input type="text"/>				<input type="text"/>				<input type="text"/>	
<div style="display: flex; justify-content: space-between; align-items: center;"> Page 1 <input type="button" value="Previous"/> <input type="button" value="Find"/> <input type="button" value="Next"/> <input type="button" value="Close"/> <input type="button" value="Find"/> </div>									

SC Career & Technology Educ. Data Entry									
Last Name < >		First Name		Middle Name		Grd	Gen	Student ID	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Certification 1		Certification 2		Certification 3					
XCE		<input type="text"/>		XCE					
<div style="display: flex; justify-content: space-between; align-items: center;"> Page 2 <input type="button" value="Previous"/> <input type="button" value="Find"/> <input type="button" value="Next"/> <input type="button" value="Close"/> <input type="button" value="Find"/> </div>									

Basic Scheduling - Teacher Atom

Teacher											
Last Name	<>	First Name	Middle Name	Gnrtn	Soc Sec No	Tch ID					
Short name	Employee No	Gen	Eth	Expr	Degree	Couns	Telephone	Extn	Mailbox		
Home Room	MaxStu	Dept 1	Dept 2	Dept 3	Dept 4	Srv Type					
License Number	Email Address										

General Info

Close Find

Basic Scheduling - Sections Atom

Sections														
Section ID	<>	Period	Ending	Term	Lo	Hi	Max	Tot	M	F	Opn	Pre		
Course	Course Title	Room	Credit											
Tch#	Teacher Name	No Ovr	Excl Att	Excl Grd	Gen	Op	Trm	House	Team	Owner				
Lng Tght	Inst Type													

Student List | Dropped Students

Student ID	Student	Grade	Start Date	T/A	Override

Close Find

DATA QUALITY

The following queries are provided to assist you in verifying the accuracy of your data. These queries are only for information purposes. Do not use these queries to submit files to SDE.

Please remember to use **only** approved course codes and CIP codes listed in Appendix C.

CIP code

ASTU USCO ASCH DistNum 1,SchoolNum LastName FirstName MiddleName Grade
EconDisadv EdBarriers IndDisab SinglePare DispldHmak Completer CompleteYr RemoteSch
Exceptions Diploma TechPrep CIPcode SORT CIPcode

Graduation

ASTU USCO 1,SchoolNum LastName FirstName MiddleName Grade Diploma IF Grade = 12

Course

ASTU ACHS TchName CrsTitle Course IF Course IN ['50000000' .. '6999ZZZZ'] SORT Course

Individual Course

ASTU ACHS ASCH LastName FirstName MiddleName 1,Grade Course CrsTitle 2,CredEarned
TchName IF Course IN ['51000000' .. '5100ZZZZ']

Teacher

ATCH AMST TchNum LastName FirstName MiddleName Course CrsTitle 2,TchNum TchName
OwnerSch IF Course IN ['50000000' .. '6999ZZZZ']

Special Populations

ASTU USCO LastName FirstName MiddleName Grade EconDisadv EdBarriers IndDisab
SinglePare DispldHmak

CATE Placement

ASTU USCO LastName FirstName MiddleName Grade Completer CompleteYr RemoteSch
Exceptions Diploma CIPcode CATEPlace IF Grade =12 AND Completer ='Y' AND Diploma ='Y'
SORT CIPcode

Multiple Courses

ASTU ACHS ASCH LastName FirstName MiddleName 1,Grade Course CrsTitle 2,CredEarned
TchName IF Course IN ['51000000' .. '5100ZZZZ'] OR Course IN ['51740000' .. '5174ZZZZ'] OR
Course IN ['30110000' .. '3011ZZZZ'] OR Course IN ['30120000' .. '3012ZZZZ'] OR Course IN
['32310000' .. '3231ZZZZ'] OR Course IN ['32410000' .. '3241ZZZZ']

Program Completers

ASTU USCO ASCH DistNum 1,SchoolNum LastName FirstName MiddleName Grade
EconDisadv EdBarriers IndDisab SinglePare DispldHmak Completer CompleteYr RemoteSch
Exceptions Diploma TechPrep CIPcode IF Completer='Y' SORT CIPcode

DISTRICT TECHNOLOGY PERSONNEL

The district technology contact responsible for submitting data to SDE plays an important role in the data collection process. The following are facts relative to CATE data collection and reporting:

1. Grades must be transferred to student course history file **BEFORE** running the query to submit data to SDE. **FAILURE TO TRANSFER GRADES FIRST WILL RESULT IN INCOMPLETE DATA AFFECTING YOUR DISTRICT'S FUNDING.**
2. Please do a data record check while submitting data to SDE to ensure your datasets are complete. If 0 records are transmitted, that means no data have been received.
3. Use only uppercases for academic and unit tags. Some of the programs used by SDE for data analyses are case sensitive. Failing to follow this guideline may result in lower enrollments.
4. Make sure that your district has followed the SASIxp Activity Coding System guidelines for course coding.
5. The deadlines for submission of CATE data are:

Placement Report	April 15, 2005 (Friday)
End-of-Year Report	Fourth Quarterly Data Collection

Please be reminded that the queries will not be available after these dates.

Contact information is listed below:

To send a fax, dial 803-734-3525. To send electronic mail to the State Department of Education, type the first letter of the person's first name and the complete last name, up to seven characters, then add @sde.state.sc.us

For example, to send E-mail to Joe Williams, you would type: jwilliam@sde.state.sc.us

<u>Contact Person</u>	<u>Area</u>	<u>Telephone</u>
Joe Williams	Perkins and Report Card Standards	803-734-8456
Merri Long		803-734-8451
Glenda Whittle	Data Collection	803-734-8438
Don Hilber		803-734-8450
Wofford O'Sullivan	Tech Prep	803-734-8564
Pat Flora		803-734-8455

Questions related to content or the assignment of CIP codes for different career clusters may be directed to the individuals identified below.

<u>Contact Person</u>	<u>Career Cluster</u>	<u>Telephone</u>
Nancy Allen	Health Science	803-734-0372
Katherine Cliatt	Business, Management, and Administration Finance Information Technology Marketing, Sales, and Service	803-734-5349
William E. Keels	Agriculture, Food, and Natural Resources	(803) 788-5700 x-31 (803) 736-4418 fax wkeels@clemson.edu
Eleanor Glover	Family and Consumer Sciences Hospitality and Tourism Human Services	803-734-3826
B. T. Martin	Arts, Audio/Video Technology, & Communications Law, Public Safety, and Security Science, Technology, Engineering, & Mathematics Transportation, Distribution, & Logistics	803-734-3398
Jim Spencer	Architecture and Construction Manufacturing Information Technology	803-734-8267
Vanessa Nelson-Reed	Gender Equity/Special Populations	803-734-6045

APPENDIX A

South Carolina Standards and Levels of Performance for Career and Technology Education Programs (Perkins)

The federal Perkins Act requires each state to establish accountability standards in six core areas. Listed below are the terms used in South Carolina's State Plan to define the populations measured and an explanation of the six accountability standards.

TERMS

- Vocational Participant: A vocational participant is any student who is enrolled in a career and technology education (CATE) course associated with a career cluster.
- Vocational Concentrator: A vocational concentrator is any student who has been assigned a CIP (Classification of Instructional Programs) code. CIP codes designate specific CATE programs and are used for federal reporting and assessing the Perkins Standards for CATE Programs. These codes are used to identify students who are pursuing at least four Carnegie units of credit in CATE course work leading to a career goal.

Note: It is a local determination whether or not a student is pursuing four Carnegie units of credit in CATE course work leading to a career goal; however, the following additional guidance is provided. A student who periodically enrolls in CATE courses for interest and has no plans to complete a program should **NOT** be assigned a CIP code. Similarly, if a student will not have the opportunity to complete a CATE program, a CIP code should not be assigned.

- Completer: A CATE completer is a student with an assigned CIP code who has earned at least four Carnegie units in CATE course work leading to a career goal.

ACCOUNTABILITY STANDARDS

1. CATE Skill Proficiency: Percentage of CATE students (identified by CIP code) achieving a grade point average (GPA) of at least 2.0 on final grades for the year for all CATE courses.

a. Formula:

Numerator = Number of CIP-coded students achieving a final GPA of at least 2.0 averaged over the year for all CATE courses.

Denominator = Total number of CIP-coded students taking at least one CATE course.

b. Details of what we are measuring:

- Only looking at CIP-coded students.
- CATE courses include courses shown with approved course codes. Family and Consumer Sciences – Comprehensive courses are not included in this calculation. (Please refer to Appendix C for additional information).
- This calculation uses the numerical grade and converts this grade to a GPA using the Uniform Grading Scale. (A copy of the Uniform Grading Scale may be obtained by going to www.myschools.com/Offices/CSO/ugp/.)

- c. Ways to make your data more accurate:
- Ensure that students are properly CIP-coded (see “**Note**” under TERMS).
 - Ensure that the remote school number is correctly entered.
 - Ensure that the exceptions field is correctly coded when applicable.
2. Academic Achievement: Percentage of CATE students (identified by CIP code) achieving a GPA of at least 2.0 on final grades for the year in mathematics, science, and English-language arts courses.
- a. Formula:
- Numerator = Number of CIP-coded students achieving a final GPA of at least 2.0 averaged over the year in mathematics, science, and English language arts courses.
- Denominator = Total number of CIP-coded students taking mathematics, science, and English language arts courses.
- b. Details of what we are measuring:
- Only using CIP-coded students who have taken at least one CATE course during the year.
 - This calculation uses the numerical grade and converts this grade to a GPA using the Uniform Grading Scale. (A copy of the Uniform Grading Scale may be obtained by going to www.myschools.com/Offices/CSO/ugp/.)
- c. Ways to make your data more accurate:
- Ensure that students are properly CIP-coded (see “**Note**” under TERMS).
3. Graduation: Percentage of twelfth-grade CIP-coded students receiving a South Carolina High School Diploma.
- a. Formula:
- Numerator = Number of twelfth-grade career and technology CIP-coded students attaining a South Carolina High School Diploma.
- Denominator = Total number of 12th grade CIP-coded students.
- b. Details of what we are measuring:
- Looking at 12th grade career and technology CIP-coded students.
- c. Ways to make your data more accurate:
- Ensure that the fields of CIPCODE and DIPLOMA are properly coded.
4. Placement: Percentage of available CATE completers placed in postsecondary instruction, military service, or employment, averaged over a three-year period.
- a. Formula:
- Numerator = Number of CATE completers who are placed in postsecondary instruction, military service, or employment averaged over a three-year period.
- Denominator = Number of CATE completers available for placement, averaged over a three-year period.

- b. Details of what we are measuring:
 - Looks at completer placement ten months after graduation.
 - Any employment using the CATE skills learned is a positive placement.
 - Uses a three-year average to allow for fluctuations in enrollment and the economy.
 - c. Ways to make your data more accurate:
 - Ensure that a placement status has been entered for all prior year completers.
 - Check accuracy of the completer field.
 5. Nontraditional Participation: Percentage of students from the underrepresented gender participating in CATE courses leading to nontraditional training and employment.
 - a. Formula:

Numerator = The number of students from the underrepresented gender enrolled in CATE courses identified as leading to nontraditional training and employment.

Denominator = The total number of students enrolled in CATE courses identified as leading to nontraditional training and employment.
 - b. Details of what we are measuring:
 - Participation in CATE courses that have been compared with information from the South Carolina Employment Security Commission (cross-walked) to determine which courses are nontraditional for males and females (please refer to Appendix D for a listing of nontraditional CATE courses).
 - c. Ways to make your data more accurate:
 - Ensure that course codes are accurately entered.
 6. Nontraditional Retention: Percentage of CIP-coded students from the underrepresented gender completing CATE programs leading to nontraditional training and employment.
 - a. Formula:

Numerator = The number of CIP-coded students from the underrepresented gender completing CATE programs identified as leading to nontraditional training and employment.

Denominator = The total number of CIP-coded students completing CATE programs identified as leading to nontraditional training and employment.
 - b. Details of what we are measuring:
 - Completion of CATE programs that have been compared with information from the South Carolina Employment Security Commission (cross-walked) to determine which programs are nontraditional for males and females (please refer to Appendix D for a listing of nontraditional CATE programs).
 - c. Ways to make your data more accurate:
 - Ensure that CIP codes are accurately entered.

APPENDIX B
Career and Technology Education Report Card Measures
and Indicators for Career Centers and Secondary Schools

The Education Oversight Committee (EOC) has established three measures for career centers on the career center report card and indicators for the secondary schools.

MEASURES FOR CAREER CENTERS

1. CATE Skill Proficiency: Percentage of CATE students achieving an average of at least 2.0 on final grades for the year for all CATE courses taken at the career center.
 - a. Formula:
Numerator = Number of CATE students achieving a final GPA of at least 2.0 averaged over the year for all CATE courses taken at the career center.

Denominator = Total number of students taking CATE courses at the career center.
 - b. Details of what we are measuring:
 - Looks at **all** students taking at least one CATE course at the career center.
 - This measure is **weighted twice** as much as the other measures described below.
 - CATE courses include courses shown with approved course codes. Family and Consumer Sciences – Comprehensive courses are not included in this calculation. (Please refer to Appendix C for additional information.)
 - This calculation uses the numerical grade and converts this grade to a GPA using the Uniform Grading Scale. (A copy of the Uniform Grading Scale may be obtained by going to www.myschools.com/Offices/CSO/ugp/.)
 - c. Ways to make your data more accurate:
 - Ensure that all sections taught at the career center have the last three digits of the career center's BEDS code in the owner field. This is how career centers get credited for the students taking courses at their locations.
 - Ensure that the exceptions field is correctly coded when applicable.
2. Graduation: Percentage of 12th-grade CATE students receiving a South Carolina High School Diploma.
 - a. Formula:
Numerator = Number of 12th-grade CATE students at the career center attaining a South Carolina High School Diploma.

Denominator = Total number of 12th-grade CATE students at the career center.
 - b. Details of what we are measuring:
 - Looking at **all** 12th grade students attending the career center.

- c. Ways to make your data more accurate:
- Ensure that all sections taught at the career center have the last three digits of the career center's BEDS code in the owner field. This is how career centers get credited for the students taking courses at their locations.
 - Ensure that the DIPLOMA field is completed for all 12th grade students.
3. Placement: Percentage of CATE completers placed in postsecondary instruction, military service, or employment.
- a. Formula:
- Numerator = Number of CATE completers who are placed in postsecondary instruction, military service, or employment, averaged over a three-year period.
- Denominator = Number of CATE completers available for placement averaged over a three-year period.
- b. Details of what we are measuring:
- A CATE completer is a student with an assigned CIP code who has earned at least four Carnegie units in CATE course work leading to a career goal.
 - Looks at completer placement ten months after graduation.
 - Any employment using the CATE skills learned is a positive placement.
 - Uses a three-year average to allow for fluctuations in enrollment and the economy.
- c. Ways to make your data more accurate:
- Ensure that a placement status has been entered for all prior year completers.
 - Check the accuracy of the completer field.

CATE INDICATORS FOR SECONDARY SCHOOLS

1. Mastering Core Competencies: Percentage of CATE students achieving an average of at least 2.0 on final grades for the year for all CATE courses taken at the secondary school.
 - a. Formula:
Numerator = Number of CATE students achieving a final GPA of at least 2.0 averaged over the year for all CATE courses taken at the secondary school.
Denominator = Total number of students taking CATE courses at the secondary school.
 - b. Details of what we are measuring:
 - Looks at all students taking at least one CATE course at the secondary school.
 - CATE courses include courses shown with approved course codes. Family and Consumer Sciences – Comprehensive courses are not included in this calculation. (Please refer to Appendix C for additional information).
 - This calculation uses the numerical grade and converts this grade to a GPA using the Uniform Grading Scale. (A copy of the Uniform Grading Scale may be obtained by going to www.myschools.com/Offices/CSO/ugp/.)
 - c. Ways to make your data more accurate:
 - Ensure that the exceptions field is correctly coded when applicable.
2. Placement: Percentage of CATE completers placed in postsecondary instruction, military service, or employment.
 - a. Formula:
Numerator = Number of CATE completers who are placed in postsecondary instruction, military service, or employment, averaged over a three-year period.
Denominator = Number of CATE completers available for placement averaged over a three-year period.
 - b. Details of what we are measuring:
 - A CATE completer is a student with an assigned CIP code who has earned at least four Carnegie units in CATE course work leading to a career goal.
 - Looks at completer placement ten months after graduation.
 - Any employment using the CATE skills learned is a positive placement.
 - Uses a three-year average to allow for fluctuations in enrollment and the economy.
 - c. Ways to make your data more accurate:
 - Ensure that a placement status has been entered for each prior year completer.
 - Check the accuracy of the completer field.

GENERAL INDICATORS (CAREER CENTERS AND SECONDARY SCHOOLS)

Participation in Cocurricular Career and Technology Organizations: Percentage of students attending career centers or secondary high schools who participate in career and technology cocurricular organizations.

a. Formula for Career Centers:

Numerator: Number of students at the career center who participate in career and technology cocurricular organizations (VICA, FBLA, FCCLA, DECA, HOSA, TSA, and FFA).

Denominator: Total number of students enrolled at the career center.

b. Formula for Secondary Schools:

Numerator: Number of students at the secondary school that participate in career and technology cocurricular organizations (VICA, FBLA, FCCLA, DECA, HOSA, TSA, and FFA).

Denominator: Total number of students enrolled at the secondary school.

Work-Based Experiences: Percentage of students in grades nine through twelve who are involved with in-depth learning experiences at a work-site providing students with work-related knowledge and skills (youth apprenticeships, registered apprenticeships, cooperative education, mentoring, shadowing, internships, and service learning).

a. Formula for Career Centers:

Numerator: Total number of students participating in structured experiences with outside agencies or businesses.

Denominator: Total number of students enrolled at the career center.

b. Formula for Secondary Schools:

Numerator: Total number of students at the secondary school participating in structured experiences with outside agencies or businesses.

Denominator: The total number of students at the secondary school.

APPENDIX C

Career and Technology Education

Listing of Career Clusters, Course Codes, and Programs

What are Career Clusters?

A Career Cluster is a grouping of occupations and broad industries based on commonalities. The 16 Career Clusters provide an organizing tool for schools, small learning communities, academies, and magnet schools. The clusters are:

Agriculture, Food, and Natural Resources	Hospitality and Tourism
Architecture and Construction	Human Services
Arts, Audio Video Technology, & Communications	Information Technology
Business, Management, and Administration	Law, Public Safety, and Security
Education and Training	Manufacturing
Finance	Marketing, Sales, and Service
Government and Public Administration	Science, Technology, Engineering, & Mathematics
Health Science	Transportation, Distribution, & Logistics

Career Cluster Framework:

- Cluster Foundation - represents the knowledge and skills, both academic and technical, that are necessary to pursue a full range of career opportunities within the cluster from entry level to management, including technical and professional career specialties.
- Pathways - represent the knowledge and skills, both academic and technical, that are necessary to pursue a full range of career opportunities within a pathway from entry level to management, including technical and professional career specialties.
- Career Specialties - represent a full range of career opportunities within a pathway.

Definitions:

- Course ID - Eight characters used for each instructional activity. The first four characters correspond to the course code. The fifth and sixth digits are district defined. The remaining characters are either 00 or digits that designate the academic tag in the seventh position and the unit tag in the eighth position for credit-bearing courses. **Use only uppercase for academic and unit tags.**
- Course Code - The first four digits of a course ID. The following ranges define the course codes used in calculating the Perkins Standards:

Career & Technology Education Courses:	5000-5799/5900-6999 ²
Academic Courses:	3000-3099 English/Language Arts
	3100-3199/4100-4199 mathematics
	3200-3299 science

² Perkins funds may be used to improve these courses.

- CIP Code - The Classification of Instructional Programs codes (CIP codes) designate the specific CATE program and are used for federal reporting and assessing the Perkins (federal) Standards. These codes are used to identify students who are pursuing at least four units of credit in CATE course work leading to a career goal. CIP codes are not the same as course codes.
- Custom Program within Cluster - These codes are used to identify students who are pursuing at least four units of credit in CATE course work across programs within the Cluster that lead to a career goal.
- Cross Cluster Program "with Emphasis on Cluster" - These CIP codes are for students who pursue at least four units of credit related to a career goal in course work across two or more CATE cluster areas. The CIP code should be assigned based on the student's post-graduation plans. Make sure you consult CATE teachers/guidance counselors to obtain information about students' post-graduation plans.
- Cross Cluster Program "with Emphasis on Cluster (Nontraditional)" - These are CIP codes to be used for students who pursue at least four units of credit related to a career goal in course work across two or more CATE cluster areas. The CIP code should be assigned based on the student's post-graduation plans. Please refer to the list of nontraditional courses and programs to determine whether or not the student may be considered nontraditional. Make sure you consult CATE teachers/guidance counselors to obtain information about students' post-graduation plans.

CLUSTER: Agriculture, Food, and Natural Resources

The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

CIP Code	Course/Program Title	Course Code	Units
010000	Agriculture, Food, and Natural Resources Cluster		
	Agricultural and Environmental Sciences 1	5624	½, 1, 2, 3
	Agricultural and Environmental Sciences 2	5625	½, 1, 2, 3
	Agricultural Business Management 1	5600	½, 1, 2, 3
	Agricultural Business Management 2	5601	½, 1, 2, 3
	Agricultural Chemicals 1	5618	½, 1, 2, 3
	Agricultural Chemicals 2	5619	½, 1, 2, 3
	Agricultural Mechanics 1	5610	½, 1, 2, 3
	Agricultural Mechanics 2	5611	½, 1, 2, 3
	Agricultural Products 1	5614	½, 1, 2, 3
	Agricultural Products 2	5615	½, 1, 2, 3
	Agricultural Sales and Services 1	5606	½, 1, 2, 3
	Agricultural Sales and Services 2	5607	½, 1, 2, 3
	Agricultural Technology 1	5660	½, 1, 2, 3
	Agricultural Technology 2	5661	½, 1, 2, 3
	Aquaculture 1	5663	½, 1, 2, 3
	Aquaculture 2	5664	½, 1, 2, 3
	Aquatic Ecosystem Management 1	5665	½, 1, 2, 3
	Aquatic Ecosystem Management 2	5666	½, 1, 2, 3
	Biotechnology 1	5616	½, 1, 2, 3
	Biotechnology 2	5617	½, 1, 2, 3
	Environmental and Natural Resources 1	5626	½, 1, 2, 3
	Environmental and Natural Resources 2	5627	½, 1, 2, 3
	Equine Science 1	5679	½, 1, 2, 3
	Equine Science 2	5680	½, 1, 2, 3
	Floriculture 1	5634	½, 1, 2, 3
	Floriculture 2	5635	½, 1, 2, 3
	Food Science Technology and Nutrition 1	5657	½, 1, 2, 3
	Food Science Technology and Nutrition 2	5658	½, 1, 2, 3
	Forest Products Harvesting 1	5638	½, 1, 2, 3
	Forest Products Harvesting 2	5639	½, 1, 2, 3
	Forestry 1	5642	½, 1, 2, 3
	Forestry 2	5643	½, 1, 2, 3
	Golf Course Technology 1	5667	½, 1, 2, 3
	Golf Course Technology 2	5668	½, 1, 2, 3
	Introduction to Horticulture 1	5650	½, 1, 2, 3
	Introduction to Horticulture 2	5651	½, 1, 2, 3
	Landscape Technology 1	5670	½, 1, 2, 3
	Landscape Technology 2	5671	½, 1, 2, 3
	Leadership	5669	½, 1
	Livestock Management 1	5646	½, 1, 2, 3
	Livestock Management 2	5647	½, 1, 2, 3
	Nursery, Greenhouse, and Garden Center Technology 1	5672	½, 1, 2, 3
	Nursery, Greenhouse, and Garden Center Technology 2	5673	½, 1, 2, 3
	Small Animal Care 1	5612	½, 1, 2, 3
	Small Animal Care 2	5613	½, 1, 2, 3
	Turf and Lawn Management 1	5654	½, 1, 2, 3
	Turf and Lawn Management 2	5655	½, 1, 2, 3
	Wildlife Management 1	5674	½, 1, 2, 3
	Wildlife Management 2	5675	½, 1, 2, 3
	Agriculture, Food, and Natural Resources Work-Based Credit	5690	½, 1, 2, 3
	Agriculture, Food, and Natural Resources – SBA	5698	½, 1, 2, 3
	Agriculture, Food, and Natural Resources – LBA	5699	½, 1, 2, 3
010CRS	Cross Cluster Program with Emphasis on Agriculture, Food, and Natural Resources		

CLUSTER: Architecture and Construction

Careers in designing, planning, managing, building, and maintaining the built environment.

CIP Code	Course/Program Title	Course Code	Units
	Introduction to Construction	6001	½, 1
470201	Air Conditioning and Refrigeration Technology 1	6003	1, 2, 3
	Air Conditioning and Refrigeration Technology 2	6004	1, 2, 3
	Air Conditioning and Refrigeration Technology 3	6005	1, 2, 3
	Air Conditioning and Refrigeration Technology 4	6006	1, 2, 3
460222	Building Construction Cluster 1	6060	1, 2, 3
	Building Construction Cluster 2	6061	1, 2, 3
	Building Construction Cluster 3	6062	1, 2, 3
	Building Construction Cluster 4	6063	1, 2, 3
480703	Cabinetmaking 1	6080	1, 2, 3
	Cabinetmaking 2	6081	1, 2, 3
	Cabinetmaking 3	6082	1, 2, 3
	Cabinetmaking 4	6083	1, 2, 3
460201	Carpentry 1	6091	1, 2, 3
	Carpentry 2	6092	1, 2, 3
	Carpentry 3	6093	1, 2, 3
	Carpentry 4	6094	1, 2, 3
460322	Electricity 1	6287	1, 2, 3
	Electricity 2	6288	1, 2, 3
	Electricity 3	6289	1, 2, 3
	Electricity 4	6290	1, 2, 3
460102	Masonry 1	6250	1, 2, 3
	Masonry 2	6251	1, 2, 3
	Masonry 3	6252	1, 2, 3
	Masonry 4	6253	1, 2, 3
460501	Plumbing 1	6280	1, 2, 3
	Plumbing 2	6281	1, 2, 3
	Plumbing 3	6282	1, 2, 3
	Plumbing 4	6283	1, 2, 3
	Architecture and Construction Work-Based Credit	6690	½, 1, 2, 3
	Architecture and Construction Related – SBA	6298	½, 1, 2, 3
	Architecture and Construction Related – LBA	6299	½, 1, 2, 3
460999	Custom Program within Architecture and Construction		
460CRS	Cross Cluster Program with Emphasis on Architecture and Construction		

CLUSTER: Arts, Audio-Video Technology, and Communications

Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

CIP Code	Course/Program Title	Course Code	Units
	Introduction to Graphic Communication	5205	½, 1
500402	Advertising Design 1 (formerly Commercial Design 1)	6120	1, 2, 3
New Title	Advertising Design 2 (formerly Commercial Design 2)	6121	1, 2, 3
	Advertising Design 3 (formerly Commercial Design 3)	6122	1, 2, 3
	Advertising Design 4 (formerly Commercial Design 4)	6123	1, 2, 3
480101	Architectural Design 1 (formerly Drafting 1)	6170	1, 2, 3
New Title	Architectural Design 2 (formerly Drafting 2)	6171	1, 2, 3
	Mechanical Design 1 (formerly Drafting 3)	6172	1, 2, 3
	Mechanical Design 2 (formerly Drafting 4)	6173	1, 2, 3
480201	Graphic Communication 1	6200	1, 2, 3
	Graphic Communication 2	6201	1, 2, 3
	Graphic Communication 3	6202	1, 2, 3
	Graphic Communication 4	6203	1, 2, 3
	Arts, Audio-Video Technology, and Communications Work-Based Credit	5290	½, 1, 2
	Arts, Audio-Video Technology, and Communications – SBA	5298	½, 1, 2, 3
	Arts, Audio-Video Technology, and Communications – LBA	5299	½, 1, 2, 3
500999	Custom Program within Arts, Audio-Video Technology, and Communications		
500CRS	Cross Cluster Program with Emphasis on Arts, Audio-Video Technology, and Communications		

CLUSTER: Business, Management, and Administration

Business Management and Administration careers encompass planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

CIP Code	Course/Program Title	Course Code	Units
New Title	Accounting 1	5001	1
	Accounting 2	5005	1
	Administrative Support Technology	5122	½, 1
	Business and Personal Finance	5131	½, 1
	Business and Electronic Communication (formerly Business Communication)	5040	½, 1
	Business Computer Mathematics	5047	½, 1
	Business Law	5044	½, 1
	Business and Marketing Internet Applications	5035	½
	Computer Applications 1	5008	½, 1
	Computer Applications 2	5009	½, 1
	Desktop Publishing	5176	½, 1
	Digital Input Technologies	5180	½, 1
	Document Processing	5177	½, 1
	E-Commerce	5036	½, 1
	Entrepreneurship	5400	½, 1
	Integrated Business Applications 1	5020	1
	Integrated Business Applications 2	5021	1
	International Business and Marketing	5032	½, 1
	Introduction to Business and Marketing	5090	½, 1
	Introduction to Computer Technology	5060	½, 1
New Title	Keyboarding	5100	½
	Professional and Leadership Development (formerly Leadership Development)	5178	½
	Multimedia	5030	½, 1, 2
	Technical Writing	5043	½, 1
	Virtual Enterprise 1	5150	1, 2
	Virtual Enterprise 2	5151	1, 2
	Virtual Enterprise 3	5152	1, 2
	Virtual Enterprise 4	5153	1, 2
	Web Page Design and Development 1	5031	½, 1, 2
	Web Page Design and Development 2	5033	½, 1, 2
	Business, Management, and Administration Work-Based Credit	5490	½, 1, 2, 3
	Business, Management, and Administration - SBA	5498	½, 1, 2, 3
	Business, Management, and Administration - LBA	5499	½, 1, 2, 3

PROGRAMS:

New Title	520300	Business Financial Management and Accounting (formerly Accounting)
	520400	Administration and Information Support (formerly Administrative Support Technology and Computer Technology)
New	520201	Management (formerly Business Administration)
	520703	Small Business Management
	520305	Business Analysis
	520801	Academy of Finance
	529999	Custom Program within Business, Management, and Administration
	529CRS	Cross Cluster Program with Emphasis on Business, Management, and Administration
	529NTC	Cross Cluster Program with Emphasis on Business, Management, and Administration (Nontraditional)

CLUSTER: Health Science

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

CIP Code	Course/Program Title	Course Code	Units
	Introduction to Health Science	5554	½, 1
	Emergency Medical Services 1	5530	½, 1, 2
	Emergency Medical Services 2	5531	½, 1, 2
	Emergency Medical Services 3	5532	½, 1, 2
	Emergency Medical Services 4	5533	2, 3
	Gerontology	5560	½, 1, 2
	Medical Terminology	5540	½, 1, 2
New Title	Pharmacy Technology (formerly Pharmacology)	5570	1, 2
	Sports Medicine 1	5555	½, 1, 2
	Sports Medicine 2	5556	½, 1, 2
510000	Health Science Technology 1	5550	1, 2, 3
	Health Science Technology 2	5551	1, 2, 3
511600	Practical Nursing, Phase I	5520	3
	Health Science Work-Based Credit	5590	½, 1, 2, 3
	Sports Medicine Work-Based Credit	5591	½, 1, 2, 3
	Health Science – SBA	5598	½, 1, 2, 3
	Health Science – LBA	5599	½, 1, 2, 3
510999	Custom Program within Health Science		
510CRS	Cross Cluster Program with Emphasis on Health Science		
510NTC	Cross Cluster Program with Emphasis on Health Science (Nontraditional)		

CLUSTER: Hospitality and Tourism

Hospitality and Tourism encompasses the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel related services.

CIP Code	Course/Program Title	Course Code	Units
	Introduction to Culinary Arts	5722	1
	Introduction to Hospitality Management and Operations	5478	1
200401	Culinary Arts 1	5720	1, 2, 3
	Culinary Arts 2	5721	1, 2, 3
520904	Hospitality Management and Operations 1	5476	1, 2, 3
	Hospitality Management and Operations 2	5477	1, 2, 3
	Hospitality and Tourism Work-Based Credit	5190	½, 1, 2, 3
	Hospitality and Tourism – SBA	5198	½, 1, 2, 3
	Hospitality and Tourism – LBA	5199	½, 1, 2, 3
520999	Custom Program within Hospitality and Tourism		
520CRS	Cross Cluster Program with Emphasis on Hospitality and Tourism		
520NTC	Cross Cluster Program with Emphasis on Hospitality and Tourism (Nontraditional)		

CLUSTER: Human Services

Preparing individuals for employment in career pathways that relate to families and human needs.

CIP Code	Course/Program Title	Course Code	Units
	Introduction to Early Childhood Education	5702	1
	Introduction to Food Science Technology and Nutrition	5756	1
120403	Cosmetology 1	6150	1, 2, 3
	Cosmetology 2	6151	1, 2, 3
	Cosmetology 3	6152	1, 2, 3
	Cosmetology 4	6153	1, 2, 3
200201	Early Childhood Education 1	5700	1, 2, 3
	Early Childhood Education 2	5701	1, 2, 3
200402	Food Science Technology and Nutrition 1	5757	½, 1, 2
	Food Science Technology and Nutrition 2	5758	½, 1, 2
	Human Services Work-Based Credit	5790	½, 1, 2, 3
	Human Services – SBA	5798	½, 1, 2, 3
	Human Services – LBA	5799	½, 1, 2, 3
200999	Custom Program within Human Services		
200CRS	Cross Cluster Program with Emphasis on Human Services		
200NTC	Cross Cluster Program with Emphasis on Human Services (Nontraditional)		

CLUSTER: Information Technology

Building linkages in IT occupations framework: for entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.

CIP Code	Course/Program Title	Course Code	Units
New	Information Technology Foundations	5270	½, 1
	Oracle Management/SQL	5324	1
	Oracle Java	5325	1
	Oracle Development PL/SQL	5326	1
	Home Systems Technology	5330	½, 1, 2
New Title	Computer Programming 1	5050	½, 1, 2
	Computer Programming 2	5051	½, 1, 2
	Computer Programming 3	5052	½, 1, 2
	Computer Programming 4	5053	½, 1, 2
	Networking 1	5310	1, 2
	Networking 2	5311	1, 2
	Networking 3	5312	1, 2
	Networking 4	5313	1, 2
	Computer Service Technology 1 (formerly PC Repair 1 and Computer Electronics 1)	5320	1, 2, 3
	Computer Service Technology 2 (formerly PC Repair 2 and Computer Electronics 2)	5321	1, 2, 3
	Computer Service Technology 3 (formerly PC Repair 3)	5322	1, 2, 3
	Computer Service Technology 4 (formerly PC Repair 4)	5323	1, 2, 3
	Information Technology Work-Based Credit	5390	½, 1, 2
New Title New	Information Technology – SBA	5398	½, 1, 2
	Information Technology – LBA	5399	½, 1, 2
	PROGRAMS:		
	521204 Networking Systems (formerly Networking)		
	150402 Information Support and Services (formerly PC Repair)		
	521202 Programming and Software Development (formerly Computer Programming)		
	110801 Interactive Media		
	521206 Academy of Information Technology (National Academy Foundation)		
	150999 Custom Program within Information Technology		
	150CRS Cross Cluster Program with Emphasis on Information Technology		
	150NTC Cross Cluster Program with Emphasis on Information Technology (Nontraditional)		

CLUSTER: Law, Public Safety, and Security

Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.

CIP Code	Course/Program Title	Course Code	Units
	Introduction to Law, Public Safety, and Security	6505	½, 1
430199	Law Enforcement Services 1 (formerly Law, Public Safety, and Security 1)	6510	1, 2, 3
	Law Enforcement Services 2 (formerly Law, Public Safety, and Security 2)	6511	1, 2, 3
430299	Emergency and Fire Management Services 1 (formerly Law, Public Safety, and Security 3)	6512	1, 2, 3
	Emergency and Fire Management Services 2 (formerly Law, Public Safety, and Security 4)	6513	1, 2, 3
	Law, Public Safety, and Security Work-Based Credit	6590	½, 1, 2, 3
	Law, Public Safety, and Security – SBA	6598	½, 1, 2, 3
	Law, Public Safety, and Security – LBA	6599	½, 1, 2, 3
430999	Custom Program within Law, Public Safety, and Security		
430CRS	Cross Cluster Program with Emphasis on Law, Public Safety, and Security		

New Title

CLUSTER: Manufacturing

Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

CIP Code	Course/Program Title	Course Code	Units
	Introduction to Manufacturing Technology (formerly Introduction to Industrial Systems Technology)	6045	½, 1
470101	Core Electronics 1	6133	1, 2, 3
	Core Electronics 2	6134	1, 2, 3
	Core Electronics 3	6135	1, 2, 3
	Core Electronics 4	6136	1, 2, 3
470103	Communication Electronics 1	6110	1, 2, 3
	Communication Electronics 2	6111	1, 2, 3
470105	Industrial Electronics 1	6220	1, 2, 3
	Industrial Electronics 2	6221	1, 2, 3
470399	Industrial Systems Technology 1	6210	1, 2, 3
	Industrial Systems Technology 2	6211	1, 2, 3
	Industrial Systems Technology 3	6212	1, 2, 3
	Industrial Systems Technology 4	6213	1, 2, 3
480503	Machine Technology 1	6230	1, 2, 3
	Machine Technology 2	6231	1, 2, 3
	Machine Technology 3	6232	1, 2, 3
	Machine Technology 4	6233	1, 2, 3
480501	Metal Fabrication 1	6260	1, 2, 3
	Metal Fabrication 2	6261	1, 2, 3
	Metal Fabrication 3	6262	1, 2, 3
	Metal Fabrication 4	6263	1, 2, 3
480508	Welding Technology 1	6340	1, 2, 3
	Welding Technology 2	6341	1, 2, 3
	Welding Technology 3	6342	1, 2, 3
	Welding Technology 4	6343	1, 2, 3
	Manufacturing Work-Based Credit	6490	½, 1, 2, 3
	Manufacturing – SBA	6498	½, 1, 2, 3
	Manufacturing – LBA	6499	½, 1, 2, 3
480999	Custom Program within Manufacturing		
480CRS	Cross Cluster Program with Emphasis on Manufacturing		

CLUSTER: Marketing, Sales, and Service

Planning, managing, and performing marketing activities to reach organizational objectives.

CIP Code	Course/Program Title	Course Code	Units
	Advertising	5470	½, 1
	Fashion Merchandising	5410	½, 1
	Global Markets	5440	1
	Marketing	5421	½, 1
	Marketing Management	5431	½, 1, 2
	Sports and Entertainment Marketing	5425	½, 1
	Introduction to Fashion Design and Apparel Construction	5712	1
	Fashion Design and Apparel Construction 1	5710	1, 2, 3
	Fashion Design and Apparel Construction 2	5711	1, 2, 3
	Marketing, Sales, and Service Work-Based Credit	5091	½, 1, 2, 3
	Marketing, Sales, and Service – SBA	5098	½, 1, 2, 3
	Marketing, Sales, and Service – LBA	5099	½, 1, 2, 3

PROGRAMS:

521401	Marketing Communications, Management, and Promotion (formerly Marketing)
200301	Fashion Design and Apparel Construction
520208	E-Marketing
521403	Global Marketing
080999	Custom Program within Marketing, Sales, and Service
080CRS	Cross Cluster Program with Emphasis on Marketing, Sales, and Service
080NTC	Cross Cluster Program with Emphasis on Marketing, Sales, and Service (Nontraditional)

New Title
New

CLUSTER: Science, Technology, Engineering, and Mathematics

Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services, and research and development services.

CIP Code	Course/Program Title	Course Code	Units
New Title	Industrial Education Technology 1 (Exploratory) <i>(formerly Industrial Technology 1)</i>	6040	1, 2, 3
	Industrial Education Technology 2 (Exploratory) <i>(formerly Industrial Technology 2)</i>	6041	1, 2, 3
New	140101 <u>Project Lead The Way</u>		
	Introduction to Pre-Engineering Technology	6095	½, 1
	Level 1 Principles of Engineering	6050	1, 2, 3
	Level 2 Introduction to Engineering Design	6051	1, 2, 3
	Level 3 Digital Electronics	6052	1, 2, 3
	Level 4 Computer Integrated Manufacturing	6053	1, 2, 3
	Level 5 Engineering Design and Development (Capstone)	6054	1, 2, 3
	<u>Optional Fourth Level Courses</u>		
	Aerospace Technology	6056	1, 2, 3
	Bio-Technology	6057	1, 2, 3
	Civil Engineering and Architecture	6058	1, 2, 3
	Telecommunications Engineering	6059	1, 2, 3
	Pre-Engineering/Industrial Education Technology Work- Based Credit	6090	½, 1, 2, 3
	Pre-Engineering/Industrial Education Technology – SBA	6098	½, 1, 2, 3
	Pre-Engineering/Industrial Education Technology – LBA	6099	½, 1, 2, 3
140999	Custom Program within Science, Technology, Engineering, and Mathematics		
140CRS	Cross Cluster Program with Emphasis on Science, Technology, Engineering, and Mathematics		

CLUSTER: Transportation, Distribution, and Logistics

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

CIP Code	Course/Program Title	Course Code	Units
	Introduction to Transportation, Distribution, and Logistics	6015	½, 1
470603	Automotive Collision Repair Technology 1	6020	1, 2, 3
	Automotive Collision Repair Technology 2	6021	1, 2, 3
	Automotive Collision Repair Technology 3	6022	1, 2, 3
	Automotive Collision Repair Technology 4	6023	1, 2, 3
470604	Automotive Technology 1	6030	1, 2, 3
	Automotive Technology 2	6031	1, 2, 3
	Automotive Technology 3	6032	1, 2, 3
	Automotive Technology 4	6033	1, 2, 3
470605	Diesel Engine Mechanics 1	6310	1, 2, 3
	Diesel Engine Mechanics 2	6311	1, 2, 3
	Diesel Engine Mechanics 3	6312	1, 2, 3
	Diesel Engine Mechanics 4	6313	1, 2, 3
470606	Small Engine Technology 1	6300	1, 2, 3
	Small Engine Technology 2	6301	1, 2, 3
	Small Engine Technology 3	6302	1, 2, 3
	Small Engine Technology 4	6303	1, 2, 3
	Transportation, Distribution, and Logistics Work-Based Credit	6790	½, 1, 2, 3
	Transportation, Distribution, and Logistics – SBA	6198	½, 1, 2, 3
	Transportation, Distribution, and Logistics – LBA	6199	½, 1, 2, 3
470999	Custom Program within Transportation, Distribution, and Logistics		
470CRS	Cross Cluster Program with Emphasis on Transportation, Distribution, and Logistics		

The following are additional career clusters for which the Office of Career and Technology Education (CATE) offers no courses:

CLUSTER: Education and Training

Planning, managing and providing education and training services, and related learning support services.

CLUSTER: Finance

Planning, services for financial and investment planning, banking, insurance, and business financial management.

CLUSTER: Government and Public Administration

Executing governmental functions to include Governance; National Security; Foreign Service; Planning; Revenue and Taxation; Regulation; and Management and Administration at the local, state, and federal levels.

Family and Consumer Sciences - Comprehensive

Course Code(s)				
Level 1	Level 2	Level 3	Level 4	Course Title
5800	5801			Child Development
5804	5805			Clothing and Textiles
5808	5809			Consumer and Homemaking*
5812	5813			Consumer Education*
5820	5821			Family Life Education*
5824	5825			Foods and Nutrition
5816	5817			Education for Parenthood*
5830	5831			Housing and Home Furnishings
5834	5835			Human Sexuality*
5759				Sports Nutrition
5890				Family and Consumer Sciences Comprehensive Work-Based Credit*
5898				Family and Consumer Sciences Comprehensive – SBA*
5899				Family and Consumer Sciences Comprehensive – LBA*

9th and 10th Grade Only (Occupational)*

Course Code(s)				
Level 1	Level 2	Level 3	Level 4	Course Title
6999				Introduction to Career and Technology Education

Applied Academic Courses*

Course Code(s)				
Level 1	Level 2	Level 3	Level 4	Course Title
3021	3022			Communication for the Workplace
3141	3142	3143	3144	Mathematics for the Technologies
3226	3227			Applied Biology
3243	3244			Physics for the Technologies
3236				Chemistry for the Technologies

Middle School Courses (Grades 7-8)*

Course Code(s)				
Level 1	Level 2	Level 3	Level 4	Course Title
2841				Gateway to Technology
2840				Industrial Technology Education
2856				Introduction to Agriculture
2857	2858			Personal Skills

* Credits earned from these courses or categories may not be used towards a completer program.

REMINDER

Middle School Keyboarding (Grades 7-8)³

5100

Keyboarding (High School Credit)

³Use 5100 as the course code for middle school students taking keyboarding for **high school credit** if:

- the course follows the CATE curriculum standards for keyboarding (5100); and
- a teacher with business education certification teaches the course.

Using the course code 5100 allows districts to count a ½ unit toward the 4 credit units needed to qualify for a CIP code.

Listed below are required courses for some of our programs. Completers must earn a minimum of four Carnegie units in CATE course work leading to a career goal to be considered program completers.

Business, Management, and Administration Programs and CIP Codes

Business Financial Management and Accounting ----- 520300

Required Courses:

Keyboarding

Computer Applications or Integrated Business Applications*

Accounting 1

Accounting 2

One or more of the following:

Business and Personal Finance

Business Law

Business and Electronic Communication

Virtual Enterprise

Business Computer Mathematics

Entrepreneurship

International Business and Marketing

Administration and Information Support ----- 520400

Required Courses:

Keyboarding

Integrated Business Applications 1*

Integrated Business Applications 2*

One or more of the following:

Administrative Support Technology

Business and Marketing Internet Applications

Computer Programming

Desktop Publishing

Document Processing

Virtual Enterprise

Multimedia

Information Technology Foundations**

Web Page Design and Development

Digital Input Technologies

Accounting

Business and Electronic Communication

Management ----- 520201

Required Courses:

Keyboarding

Computer Applications or Integrated Business Applications*

Accounting 1

Entrepreneurship

One or more of the following:

Business and Personal Finance

Business Computer Mathematics

Business Law

Marketing Management

E-Commerce

International Business and Marketing

Marketing

Virtual Enterprise

Business, Management, and Administration Programs and CIP Codes (cont.)

Business Analysis ----- 520305

Required Courses:

Keyboarding

Computer Applications or Integrated Business Applications*

Accounting 1

Business and Personal Finance

One or more of the following:

Business and Marketing Internet Applications

E-Commerce

Business and Electronic Communication

Virtual Enterprise

Business Computer Mathematics

Business Law

International Business and Marketing

Small Business Management ----- 520703

Required Courses:

Keyboarding

Computer Applications or Integrated Business Applications*

Virtual Enterprise 1

Virtual Enterprise 2

One or more of the following:

Accounting I

Business and Personal Finance

Business Computer Mathematics

Business Law

Virtual Enterprise 3

Virtual Enterprise 4

Marketing

E-Commerce

Entrepreneurship

Business and Marketing Internet Applications

Web Page Design and Development

Finance Program and CIP Code

Academy of Finance ----- 520801

Required Courses:

Accounting 1

Accounting 2

One or more of the following:

Courses determined by the National Academy Foundations (www.naf.org)

* MOS (Microsoft Office Specialist) certification course

** IC³ (Internet Computing Core Certification) course

Information Technology Programs and CIP Codes

Networking Systems ----- 521204

Required Courses:

Networking 1
Networking 2

One or more of the following:

Computer Applications	Information Technology Foundations**
Computer Programming	Integrated Business Applications*
Digital Input Technologies	Computer Service Technology
Core Electronics	Networking 3
Home Systems Technology	Networking 4

Information Support and Services----- 150402

Required Courses:

Computer Service Technology 1
Computer Service Technology 2

One or more of the following:

Core Electronics	E-Commerce
Computer Applications	Networking
Computer Programming	Home Systems Technology
Information Technology Foundations**	Digital Input Technologies
Technical Writing	Integrated Business Applications*

Interactive Media ----- 110801

Required Courses:

Multimedia
Web Page Design and Development 1

One or more of the following:

Computer Programming	Oracle Management/SQL
Graphic Communication	Oracle Development PL/SQL
Computer Applications	Web Page Design and Development 2
Desktop Publishing	Integrated Business Applications*

* MOS (Microsoft Office Specialist) Certification Core Level

** MOS (Microsoft Office Specialist) Certification Expert Level

Information Technology Programs and CIP Codes (cont.)

Programming and Software Development----- 521202

Required Courses:

Computer Programming 1

Computer Programming 2

One or more of the following:

Oracle Management/SQL

Oracle Development PL/SQL

Oracle Java

Computer Applications

Computer Service Technology

Web Page Design and Development

Information Technology Foundations**

Integrated Business Applications*

Computer Programming 3

Computer Programming 4

Networking

Academy of Information Technology (National Academy Foundation)----- 521206

Required Courses:

Integrated Business Applications 1*

Integrated Business Applications 2*

Computer Programming 1

One or more of the following:

Courses determined by the National Academy Foundation (www.naf.org)

Marketing, Sales, and Service Programs and CIP Codes

Marketing Communications, Management, and Promotion----- 521401

Required Courses:

Keyboarding

Computer Applications or Integrated Business Applications*

Marketing

Plus one of these:

Marketing Management

Fashion Merchandising

Hospitality Management and Operations 1

Sports and Entertainment Marketing

One or more of the following:

Advertising

Entrepreneurship

Fashion Merchandising

Business and Electronic Communication

International Business and Marketing

Sports and Entertainment Marketing

Virtual Enterprise

Hospitality Management and Operations 2

* MOS (Microsoft Office Specialist) Certification Core Level

** MOS (Microsoft Office Specialist) Certification Expert Level

Marketing, Sales, and Service Programs and CIP Codes (cont.)

E-Marketing----- 520208

Required Courses:

Keyboarding
Computer Applications or Integrated Business Applications*
Marketing
E-Commerce

One or more of the following:

Advertising	International Business and Marketing
Business and Electronic Communication	Marketing Management
Business and Marketing Internet Applications	Sports and Entertainment Marketing
Entrepreneurship	Web Page Design and Development

Global Marketing ----- 521403

Required Courses:

Keyboarding
Computer Applications or Integrated Business Applications*
Marketing or International Business and Marketing
Global Markets

One or more of the following:

Business and Marketing Internet Applications	Business Electronic Communication
E-Commerce	International Business and Marketing
Business Computer Mathematics	Virtual Enterprise
Marketing	Marketing Management
Entrepreneurship	

Fashion Design and Apparel Construction----- 200301

Required Courses:

Fashion Design and Apparel Construction 1
Fashion Design and Apparel Construction 2

One or more of the following:

Clothing and Textiles 1	Entrepreneurship
Clothing and Textiles 2	Fashion Merchandising
Business and Electronic Communication	Marketing
Housing and Home Furnishings	
Introduction to Fashion Design and Apparel Construction	

* MOS (Microsoft Office Specialist) Certification Core Level

APPENDIX D
FY04-05 Nontraditional Listings

Nontraditional Courses for Females:

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	COURSE TITLE
5020	5021			Integrated Business Applications
5044				Business Law
5050	5051	5052	5053	Computer Programming
5205				Introduction to Graphic Communication
5270				Information Technology Foundations
5290				Arts, A/V Technology, and Communications Work-Based Credit
5298	5299			Arts, A/V Technology, and Communications SBA/LBA
5310	5311	5312	5313	Networking
5320	5321	5322	5323	Computer Service Technology
5390				Information Technology Work-Based Credit
5398	5399			Information Technology SBA/LBA
5555	5556			Sports Medicine
5600	5601			Agricultural Business Management
5606	5607			Agricultural Sales and Services
5610	5611			Agricultural Mechanics
5612	5613			Small Animal Care
5614	5615			Agricultural Products
5616	5617			Biotechnology
5618	5619			Agricultural Chemicals
5624	5625			Agriculture and Environmental Sciences
5626	5627			Environmental and Natural Resources
5634	5635			Floriculture
5638	5639			Forest Products Harvesting
5642	5643			Forestry
5646	5647			Livestock Management
5650	5651			Introduction to Horticulture
5654	5655			Turf and Lawn Management
5657	5658			Food Science Technology and Nutrition
5660	5661			Agricultural Technology
5663	5664			Aquaculture
5665	5666			Aquatic Ecosystem Management
5667	5668			Golf Course Technology
5669				Leadership
5670	5671			Landscape Technology
5672	5673			Nursery, Greenhouse, and Garden Center Technology
5674	5675			Wildlife Management
5679	5680			Equine Science
5690				Agriculture, Food, and Natural Resources - Work-Based Credit
5698	5699			Agriculture, Food, and Natural Resources SBA/LBA
6001				Introduction to Construction
6003	6004	6005	6006	Air Conditioning and Refrigeration Technology
6015				Introduction to Transportation, Distribution, and Logistics
6020	6021	6022	6023	Automotive Collision Repair Technology
6030	6031	6032	6033	Automotive Technology
6040	6041			Industrial Education Technology - <i>Exploratory</i>
6045				Introduction to Manufacturing Technology
6050	6051	6052	6053	Pre-Engineering - <i>Project Lead The Way</i>

6060	6061	6062	6063	Building Construction Cluster
6080	6081	6082	6083	Cabinetmaking
6090				Pre-Engineering/Industrial Education Technology Work-Based Credit
6091	6092	6093	6094	Carpentry
6098	6099			Pre-Engineering/Industrial Education Technology SBA/LBA
6120	6121	6122	6123	Advertising Design
6133	6134	6135	6136	Core Electronics
6170	6171			Architectural Design
6172	6173			Mechanical Design
6198	6199			Transportation, Distribution, and Logistics SBA/LBA
6200	6201	6202	6203	Graphic Communication
6210	6211	6212	6213	Industrial Systems Technology
6230	6231	6232	6233	Machine Technology
6250	6251	6252	6253	Masonry
6260	6261	6262	6263	Metal Fabrication
6280	6281	6282	6283	Plumbing
6287	6288	6289	6290	Electricity
6291	6292	6293	6294	Sheet Metal
6298	6299			Architecture and Construction Related SBA/LBA
6300	6301	6302	6303	Small Engine Technology
6310	6311	6312	6313	Diesel Engine Mechanics
6340	6341	6342	6343	Welding Technology
6490				Manufacturing Work-Based Credit
6498	6499			Manufacturing SBA/LBA
6505				Introduction to Law, Public Safety, and Security
6510	6511			Law Enforcement Services
6512	6513			Emergency and Fire Management Services
6590				Law, Public Safety, and Security Work-Based Credit
6598	6599			Law, Public Safety, and Security SBA/LBA
6690				Architecture & Construction Work-Based Credit
6790				Transportation, Distribution, and Logistics Work-Based Credit

Nontraditional Courses for Males:

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	COURSE TITLE
5040				Business and Electronic Communication
5122				Administrative Support Technology
5410				Fashion Merchandising
5431				Marketing Management
5520				Practical Nursing, Phase 1
5550	5551			Health Science Technology
5554				Introduction to Health Science
5560				Gerontology
5598	5599			Health Science -SBA/LBA
5700	5701			Early Childhood Education
5702				Introduction to Early Childhood Education
5710	5711			Fashion Design and Apparel Construction
5720	5721			Culinary Arts
5756				Introduction to Food Science Technology and Nutrition
5757	5758			Food Science Technology and Nutrition
5759				Sports Nutrition
5790				Human Services Work-Based Credit
5798	5799			Human Services SBA/LBA
5800	5801			Child Development
5804	5805			Clothing and Textiles
5824	5825			Foods and Nutrition
5830	5831			Housing and Home Furnishings
6150	6151	6152	6153	Cosmetology

APPENDIX D
FY04-05 Nontraditional Listings (cont.)

Nontraditional Programs for Females:

CIP CODES	COURSE TITLE
010000	Agriculture, Food, and Natural Resources Cluster
010CRS	Cross Cluster Program with Emphasis on Agriculture, Food, and Natural Resources
140101	Pre-Engineering - <i>Project Lead The Way</i>
140999	Custom Program within Science, Technology, Engineering, and Mathematics
140CRS	Cross Cluster Program with Emphasis on Science, Technology, Engineering, and Mathematics
150999	Custom Program within Information Technology
150CRS	Cross Cluster Program with Emphasis on Information Technology
150NTC	Cross Cluster Program with Emphasis on Information Technology (Nontraditional)
150402	Information Support and Services
430199	Law Enforcement Services
430999	Custom Program within Law, Public Safety, and Security
430CRS	Cross Cluster Program with Emphasis on Law, Public Safety, and Security
460CRS	Cross Cluster Program with Emphasis on Architecture and Construction
460102	Masonry
460201	Carpentry
460222	Building Construction Cluster
460322	Electricity
460501	Plumbing
460999	Custom Program within Architecture and Construction
470101	Core Electronics
470201	Air Conditioning and Refrigeration Technology
470399	Industrial Systems Technology
470603	Automotive Collision Repair Technology
470604	Automotive Technology
470605	Diesel Engine Mechanics
470606	Small Engine Technology
470999	Custom Program within Transportation, Distribution, and Logistics
470CRS	Cross Cluster Program with Emphasis on Transportation, Distribution, and Logistics
480101	Architectural/Mechanical Design
480201	Graphic Communication
480501	Metal Fabrication
480503	Machine Technology
480508	Welding Technology
480703	Cabinetmaking
480999	Custom Program within Manufacturing
480CRS	Cross Cluster Program with Emphasis on Manufacturing
500CRS	Cross Cluster Program with Emphasis on Arts, Audio-Video Technology and Communications
500402	Advertising Design
500999	Custom Program within Arts, Audio-Video Technology and Communications
521202	Programming and Software Development
521204	Networking Systems
529NTC	Cross Cluster Program with Emphasis on Business, Management & Administration (Nontrad.)

Nontraditional Programs for Males:

CIP CODES	COURSE TITLE
080NTC	Cross Cluster Program with Emphasis on Marketing, Sales, and Service (Nontraditional)
120403	Cosmetology
200CRS	Cross Cluster Program with Emphasis on Human Services
200201	Early Childhood Education
200301	Fashion Design and Apparel Construction
200401	Culinary Arts
200402	Food Science Technology and Nutrition
200999	Custom Program within Human Services
510000	Health Science Technology
510NTC	Cross Cluster Program with Emphasis on Health Science (Nontraditional)
511600	Practical Nursing, Phase 1
520400	Administration and Information Support
520NTC	Cross Cluster Program with Emphasis on Hospitality and Tourism (Nontraditional)
529NTC	Cross Cluster Program with Emphasis on Business, Management, and Administration (Nontraditional)